

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3638 **TITLE:** MENTAL RETARDATION SPECIALIST I **GRADE:** S-19

DEFINITION:

Under close clinical and administrative supervision, serves as a living skills/behavior management facilitator in a residential setting; OR serves as a non-Medicaid waiver/state plan option case manager; OR performs a program-specific function of limited scope; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Mental Retardation Specialist I differs from the Mental Retardation Specialist II in that the Mental Retardation Specialist I serves as a non-Medicaid case manager or functions in a non-supervisory role in a residential setting, whereas the Mental Retardation Specialist II performs work of a more complex nature, due to extensiveness of program rules, regulations, requirements and/or services, or supervision of facility/staff.

ILLUSTRATIVE DUTIES:

Performs professional work in the evaluation, treatment, and counseling of clients in a mental retardation residential facility;
Participates in the implementation and review of individual service plans;
Provides or co-leads milieu, individual, group, or family counseling sessions;
Conducts or co-leads recreational, instructional or social skills groups;
Maintains logs of house activities, work shifts and account expenditures;
Participates in staff and house meetings;
Provides or coordinates client transportation to appointments, meetings, and field trips;
Provides liaison with assigned client's physicians or therapists;
Ensures that program participants are assisted in personal financial management;
Participates in the training of new specialists and volunteers;
Disburses medication under proper medical supervision;
Provides crisis intervention in emergency situations and collaborates with supervisor regarding the need for intervention by external sources, as necessary;
Links clients with appropriate community resources;
Organizes and maintains client files and other confidential records, including state plan option and non-Medicaid case records;
Coordinates and leads interdisciplinary team meetings to develop and monitor consumer service plan;
Provides continuous review and evaluation of client's progress towards established goals;
Represents program in the community;
Conducts intake interviews and initial assessments for families seeking early intervention services;
Determines most appropriate evaluation team and coordinates with service provider and family to schedule multidisciplinary evaluation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles, practices, methods, and techniques related to treatment of individuals with mental retardation or other developmental disabilities;
Knowledge of psychiatric, psychological, and/or sociological terminology and concepts;
Knowledge of counseling and interviewing techniques;
Knowledge of case management principles;
Knowledge of federal, state, and local laws and regulations, as well as issues relevant to human rights, and skill in applying this knowledge to a variety of situations;
Knowledge of program services;
Considerable knowledge of community resources, including relevant public and private organizations;
Ability to successfully perform as a team leader/member;
Ability to recognize external behavioral symptoms of developmentally disabled individuals who may concurrently exhibit signs of mental illness or substance abuse;
Ability to maintain records and prepare reports;
Ability to establish rapport and maintain effective relationships with clients;
Ability to develop and maintain effective working relationships with co-workers and the general public;
Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in psychology, social work, or a related field.

CERTIFICATES AND LICENSES REQUIRED:

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential and case management programs;
MANDT Certifications within six (6) months of appointment and annually thereafter, for positions in CSB residential services;
First Aid and CPR certification within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;
Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;
TB screening upon hire and annually thereafter.

ESTABLISHED:

June 26, 2000

